SPRING VALLEY MIDDLE-HIGH SCHOOL

Bring Your Own Device (BYOD) Guidelines

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MS/HS Students Encouraged to "Bring Your Own Device"

By Gretchen Cipriano, MS/HS Principal

In the past, when students wanted to use their own technology devices in school for educational purposes, they met with the principal individually to discuss expectations. Because of the increased availability of internet-capable, personal electronic devices (laptops, smart phones, iPads, iPods, e-readers, etc.), beginning in the fall of 2012 the Middle-High School is implementing new "Bring Your Own Device" (BYOD) policies and procedures. The goal is to encourage students to utilize whatever technologies they are most comfortable with to expand learning opportunities. As instructional techniques used by teachers are changing to better utilize available information and technology, we want to take advantage of any available useful resource. To support this, the school has installed new high-speed WiFi this summer, providing fast, reliable access to all parts of the school buildings. The wireless system utilizes the same internet filters as the rest of the school computers. With this new access available, students are encouraged to BYOD. Detailed BYOD information will be distributed to all 7-12 students on the first day of school. This will include school board policies and classroom usage guidelines, registration procedures, plus answers to common questions. Students are NOT required to have their own technology; the school still provides whatever is necessary. BYOD allows students the flexibility to use devices that are a part of their everyday lives to further their learning.

(NOTE: Please do not bring your devices to school until you've received the information and registered your device.)

OVERVIEW – Spring Valley Middle-High School BYOD Program

In continuing our efforts to provide more access to technology for students, we will be allowing students to bring their own wireless mobile learning devices to school beginning on September 4, 2012. This will allow for students to access our secure wireless network with their own devices during the school day through a common portal. Devices include any technology with wireless capabilities such as personal laptops, smart phones, portable storage media, e-readers, and other handheld devices such as iPods and iPads.

Students are not required to bring their own technology devices. District-owned technology will continue to be available. By allowing students to utilize devices that they already own, we are better able to stretch district technology resources. This should provide more opportunities for more students. Parents should not feel that they need to purchase new technology for their students.

Students need to be aware that using their own devices is a privilege. Abuse of this privilege will result in limiting or eliminating access. Devices used inappropriately or at unacceptable times may be confiscated.

We are excited to offer this opportunity for our students and believe it will provide great benefits in learning for students. We have developed guidelines in order to ensure that learning is the key focus; we promote the use of technology to enhance this experience for students and staff. This handbook could not possibly cover every situation. The guidelines are designed to address as many common issues as possible, and it is anticipated that the guidelines will be updated as we learn more about the issues that arise. As we support students through their learning experiences, to take advantage of Web 2.0 tools to collaborate, do their homework, access resources, etc., the BYOD program allows students to use their own devices in ways that provide access to our wireless system and filtered network while at school and continued access beyond the school day that has not been previously available.

Staff will be participating in various types of training to help them better understand the possibilities that exist when students utilize their own technology devices for learning, how to appropriately monitor and support the use of these devices, and how to act as a resource for utilizing the devices to expand learning beyond the school day and classroom in ways not previously possible. Staff members will be valuable resources for each other as we continue to develop practices and policies that support increased learning. District administration and the school board understand that this will be a growth process for staff, and our goal for this implementation is to maximize access to educational resources and opportunities, support differentiation for all students, and develop 21st Century skills.

All users must register their personal technology devices by completing a computer-based form. This form can be accessed from a link on the school's webpage. Registration must be completed before accessing the district's wifi system. Each device that a student will use in school must be registered separately. Once on the SVGUEST network, all users will have filtered access to the internet just as they would on a district-owned device.

FREQUENTLY ASKED QUESTIONS – STUDENTS:

How do I register my device?

Click on the link on the school's main webpage. This will take you to an online registration page. School staff will have access to a list of registered devices with the list of authorized users (usually within a family). In order to register you will need to log in to your school email account. Information needed for registration includes each device's serial number and MAC address. Tips for locating these numbers can be found through the registration page. You may register more than one device. If you no longer own a device, you may de-register it by contacting the principal's office.

I have my device with me in class. How do I get on the Internet now?

ANSWER: Most devices will automatically detect a wireless signal when one is within range. Most of the time, the device will "ask" you if you want to join the network. When prompted, choose "SVGUEST" from the list.

My laptop is not prompting me to choose a wireless network. Is there any other way to connect?

Answer: In the Settings menu of your device, there is usually an icon for a network, go to this icon and choose SVGUEST from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.

I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

Answer: The teacher in the classroom is the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions. Access is only available, not guaranteed for each classroom situation. In addition, students must follow classroom procedures for storage and access to technology devices. This may include keeping the device on the top of the desk or in a certain area when not in use for classroom activities. There are situations in which access to technology is not appropriate for the learning goals of the lesson. The teacher sets classroom expectations on a daily basis.

I just can't get my laptop to connect to the network. Can I get some help from someone?

Answer: Resources may be available to help you connect to the SVGUEST network at school; however, you will need to consult with school staff for these resources. It is not the responsibility of your teachers or other SV staff to troubleshoot individual devices during the school day, but they may direct students to the appropriate help available during lunch/study halls. It is suggested that students check their owner's manual for issues concerning connectivity. It is anticipated that we will also facilitate the coordination of a group of students to help with these types of issues during lunch/study hall.

Can school staff "search" the content of my device?

Yes. Any searches will follow applicable laws as they pertain to schools. There will not be random searches of devices. Typical things that give schools a need to search include but are not limited to things such as cheating or plagiarism, bullying, harassment, sharing or showing inappropriate or illegal content such as pornography. It is expected that any personal devices used in school will contain only "school-appropriate" content.

How do I save my work?

Answer: Personal devices cannot access the school's network storage, including documents in your T:drive. It is recommended that you use your school email to save your work in Google docs or to an internet-based account (such as a "cloud"). You also may save directly to your device if it has the capability.

I need to print something I just created, can I do this?

Answer: Printing from personal devices is not available at this time. Students are encouraged to email documents/projects, etc., to faculty & staff when appropriate in lieu of printing. Some classes may also used shared folders or class folders in Google Docs or other such storage locations. If it is necessary to print, you may utilize hard-wired district computers to access your internet-based files.

Am I still held accountable for the Internet Safety and Acceptable Use Policy even though this is my own personal computer?

Answer: Yes. The Acceptable Use Policy for the School District of Spring Valley remains in effect even when you are using your own laptop, smart phone, iPad, etc. See

School Board Policy 363.2 for details. Draft form of the updated policy will be available on the school website, with school board action expected later this fall.

My device was stolen when I brought it to school. Who should I contact about this?

Answer: Bringing your own technology devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft. The School District of Spring Valley is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact the principal's office to make her aware of the problem. If school staff cannot resolve the issue, police report forms are also available in the school office.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?

Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Your laptop or phone is the device, the network you are using while at school belongs to the School District of Spring Valley and must be filtered.

Can I use my device's data plan to access the Internet?

Right now, students must use the school's wireless network to access the Internet. This will allow for proper filtering of Internet content. It will also prevent unintentional overuse of a family's data plan, which can result in additional charges by your provider.

How do I switch my phone from my family's data plan to wifi?

This may depend on your phone, but usually you would go to Settings in your smart phone and turn on the wifi. You would then select the SVGUEST network.

Why can't my little brother bring his laptop to school...He is in the 5th grade?

Answer: For now, we are limiting this privilege to middle and high school students, staff, parents and school guests only. We will learn from you and your usage and issues so that next year we will be able to make the needed changes and add to the program for other users.

Can I text in school?

Answer: The purpose of BYOD is to use technology for educational purposes. As such, texting for social or family purposes during or between classes is not permitted. However, students will be permitted to text/call/listen to music using their devices during lunch in the commons area only. Students are asked to use the office phone for emergencies. Use of cell phones in the hallways, between classes, or for any non-educational endeavor (with the exception of lunchtime) may result in the device being confiscated. Students are reminded that the use of technology to bully or harass someone is never acceptable. This is a violation of both technology use policies and behavioral expectations. Cyberbullying and harassment will be dealt with using regular disciplinary procedures.

What can I use my laptop/device for during class?

Answer: Students may use their devices during class for educational purposes with the permission of their classroom teacher. Please understand that some teachers will allow devices to be used for a variety of educational tasks based on their classroom and the specific activity being done during a class period. What is allowable one day may not be so the next, based on this information. Students are strongly encouraged to check with their individual classroom teachers for clarification on when and how to use their devices.

Am I allowed to use my device in study hall?

Yes, as long as it is for academic work. Social texting and browsing of the internet is not permitted in study hall. If this is abused, you may lose the privilege of using your device in study hall or the device may be confiscated.

May I listen to music in class? In study hall?

This is at the teacher's discretion, depending on the classroom activity in progress. Volume should be kept sufficiently low that other people cannot hear your music. Use of music during study hall is also at the teacher's discretion.

Is there a place that I can charge my device?

It is expected that you bring your device to school fully charged; however, if there are available electrical outlets in the classroom, the teacher may allow students to plug in devices for charging. Under no circumstance should a student leave his/her device unattended in order to charge it.

My friend asked to borrow my laptop. Should I let her?

It is strongly recommended that students do not lend their personal devices to anyone. School-owned technology is available to everyone. If you lend your laptop to your friend, you are still responsible for how the device is used.

FREQUENTLY ASKED QUESTIONS - STAFF:

My classroom is not conducive to student-owned technology, am I required to allow my students to access their technology devices in the classroom?

Answer: No. Although we encourage teachers to leverage the capabilities of student-owned technology devices in their classrooms for learning, currently there is no requirement of teachers to allow this. You are in charge of the way your class functions and the rules that apply.

I have students in my class who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon, etc.) on their smart phones or laptops, hence bypassing the filter. Is this a violation of the Internet Safety and Acceptable Use Policy?

Answer: Yes. Students are required to use the school wireless network for internet access during school. This allows for proper internet filtering and prevents excess charges on families' data plans.

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. What steps should we take?

Answer: Students who cannot access the guest network or who may have technical issues with their technology device need to take care of this issue by working with their user's manual that came with the device out of the classroom or seeking help from available staff during lunch or study hall. These are not school-owned devices and the district is not allocating resources at this time to troubleshoot issues. We encourage teachers to help if there is time and they are able, but it is not a staff member's responsibility to ensure that student-owned technology is functioning properly.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?

Yes, teachers may use their own devices just as students may. Please be aware that all devices using the wireless network are filtered at the student level. School board policy 363.2 (Internet Safety & Acceptable Use) also applies to staff.

Should I call the tech department if one of my student's laptops is damaged or stolen?

Answer: No. Any theft issues should be handled as you normally would by referring the student to the office. If the office is unable to resolve the issue, the student may file a police report (as with any other theft). SVHS is not responsible for any damage or theft of student-owned technology devices. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

FREQUENTLY ASKED QUESTIONS - PARENTS:

What are the school/classroom rules for using student-owned devices including phones?

Answer: Devices are intended and will be used for educational purposes only during class hours. Teachers make the decisions for any tools used in the classroom; student-owned equipment will be no different. It will be up to the individual teachers to communicate their expectations to parents and students for their specific classes and courses. The purpose of BYOD is to use technology for educational purposes. As such, texting for social or family purposes during or between classes is not permitted. However, students will be permitted to text/call/listen to music using their devices during lunch in the commons area only. Students are asked to use the office phone for emergencies. Use of cell phones in the hallways, between classes, or for any non-educational endeavor (with the exception of lunchtime) may result in the device being confiscated. Students are reminded that the use of technology to bully or harass someone is never acceptable. This is a violation of both technology use policies and behavioral expectations. Cyberbullying and harassment will be dealt with using regular disciplinary procedures.

Is my student required to have her own device?

No. Bringing Your Own Device is merely an option for students who prefer to use their own technology. The school provides access to any technology that is required.

My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?

Answer: Your son will have access to any of the web-based software the middle-high school currently uses (Family/Student Access, library search tools, email, etc.). He will not be able to access network files, but he can access internet-based accounts and resources. There is not wireless access to printing. Be aware that software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash Player).

Will my child have access to communication tools like email or message boards while on the SVGUEST network?

Answer: All students have the same level of access to these tools as they do on school-issued computers/hardware as they are content-filtered to the same specifications.

I believe one of my students may have been using his laptop to bully another student. Should I call the technology office concerning this problem?

Answer: No. Any disciplinary infractions that occur from using technology should be referred to the principal or guidance counselor. This would be student code of conduct issue. Bullying or harassment that occur entirely outside of school should be referred to the local police.

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's technology device?

Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required. While on the SVGUEST network, students will be monitored through the district's filter, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own laptop. I would like to allow her to continue using her computer for productivity, but not the Internet. Is this OK?

Answer: Yes, your daughter may choose not to accept the terms of use; however, the rules outlined in the Internet Safety and Acceptable Use Policy still apply for technology use of any kind (Internet or other). While staff will attempt to support your guidelines for your daughter's use, it is difficult to keep track of the specific usage habits of 300+ students. You may wish to utilize the Parent Controls feature on her device.

I just bought an iPad for my 7th grader. May he use this instead of a school-owned iPad?

Yes, provided you are willing to allow the school to establish a second iTunes account on the iPad. This is necessary to permit the school to install apps that will be used for school. Most of licensing agreements do not allow the school to install the apps directly into your iTunes account.

I am the president of a parent booster club at my student's school. We hold meetings at night. Will we have access to the SVGUEST network after school hours for our meetings?

Answer: Yes. The guest network will be accessible after school hours.

If my daughter's laptop is stolen or damaged, what recourse can I take?

Answer: The district is not responsible for any damage or theft of student-owned equipment. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. Theft or vandalism of any kind should be reported immediately to the office, so appropriate steps can be taken. If the office is unable to resolve the issue, you may wish to file a police report. Report forms are available in the principal's office.

I am purchasing a device for my son. What do you recommend I buy?

At this time, the school does not have a recommendation for the type of device you should buy. The device that would most benefit your student will depend on your son's specific needs. Some things to consider include: Do you have wireless internet access at home? Hard-wired internet access? How does he plan to use the device? Will he want to save information on the device or only on an internet-based account (such as "the Cloud")? Does he prefer to use a keyboard? How small does the device need to be for him to consider it conveniently portable? How large does the device need to be for him to easily see what he is working on? Anything purchased new will have appropriate wireless technology to best utilize the school wifi; used devices should have updated wireless capabilities. As we gain experience with what students find most effective, we plan to share that information with families.

Will there be a BYOD meeting for parents?

If enough parents are interested in a BYOD question & answer session, we would be happy to schedule one. Please call Sandy Madson in the principal's office (778-5554) if you would like us to attend an informational meeting.